

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: March 6, 2002

CALATERS LETTER #02-001

TO: All Agencies Participating in the California Automated Travel Expense Reimbursement System

FROM: NATALIE CLOHOSSEY, Acting Project Manager  
California Automated Travel Expense Reimbursement System (CalATERS)

RE: CALATERS SYSTEM ENHANCEMENTS AND MODIFICATIONS

The CalATERS will be updated March 7 with new program code. The majority of the modifications made were to "back-end" functionality and do not directly impact user processing. Highlights of the modifications made to "front-end" functionality that impact user processing are outlined below. These changes will affect Travel Advance (TA) and Expense Reimbursement (ER) claims that are created after the new program code is installed. Any TA and ER claims created previous to the installation of this new program code will not be impacted.

Enhancements and Modifications:

**New User Registration** - New user registration now requires that all mandatory data on all pages of the profile screens be provided before the request will be processed.

**Employee Profile** - Employees now have the ability to view profile information attached to a TA or ER, even after it has been submitted for approval.

**Approver's Notes** - Approvers now have the ability to add "notes" to each tab on an ER.

**Alternate Approver** - When an employee selects an Alternate Approver to review and approve a TA or ER a copy of the claim will appear in the Default Approver's work queue for viewing.

**DAOT Pooling** - Improvements were made to the Department Accounting Office Technician pooling functionality. After a claim has been acted upon (e.g., approved, disapproved, returned) by a DAOT the claim will now be available to be viewed by the other DAOTs in the pool.

**DAOT TA Delivery Option** - When a DAOT is reviewing a TA submitted by an employee, the Agency Name selection on the Check Delivery Option tab will now display only those agencies for which the DAOT has access. Likewise, when a DAOT is entering a manual TA via the System Administration screen, the Agency Name selection will now display only those agencies for which the DAOT has access.

**Help Desk Function** - The "logon as write" function for help desk staff will now allow the help desk user to "add" a trip, thereby allowing the help desk user to simulate the steps of a user for which help is being provided.

**Form Archive Retrieval** - Improvements were made to the Form Archive Retrieval function. In addition to being able to retrieve "my own forms" and "forms I have approved/disapproved", Department Accounting Office staff now has the ability to retrieve "forms my group id has approved/disapproved".

**Archived Form Profile** - The ability to view profile information attached to an archived TA or ER form is now available.

**Archived Form Taxable/Reportable Fields** - The ability of Department Accounting Office staff to view Taxable/Reportable fields on an archived form is now available.

**Travel Advances** - Significant improvements were made to the way TAs are processed and recovered, including:

- When an ER containing a TA recovery is cancelled or deleted (prior to the payment process), the TA will be disencumbered, making it available for recovery on a subsequent claim.
- When a paid archived ER containing a TA recovery is retrieved, the TA will not be disencumbered.
- The system will retain changes made to the TA recovery amount made by Approvers and Department Accounting Office staff.
- Travel Advance recoveries will be scheduled according to the UCM Code for which the claim is filed. This situation only exists for departments that use multiple UCM codes and where an employee travels for a different UCM code than that indicated in their profile.

**Corporate Card** - The payment type "Corporate Card" (i.e., expenses charged to a state-sponsored credit card) will now be correctly calculated.

**Lodging Expense** - A calculator button was provided to enter the "room amount" and "tax amount" fields.

**Employee Liabilities** - The online view was modified to eliminate the Employee Liabilities feature.

**Email Message Text** - Email message text was modified to make the messages clearer.

**Transmittal Sheet Message Text** - Transmittal sheet message text was modified to make the messages clearer.

We anticipate that revisions to the CalATERS online instructional materials will be completed by mid-March. If you have questions or if you experience any problems related to the above aforementioned topics, please contact the SCO CalATERS Help Desk at 324-9991, and reference this CalATERS Letter. Thank you.